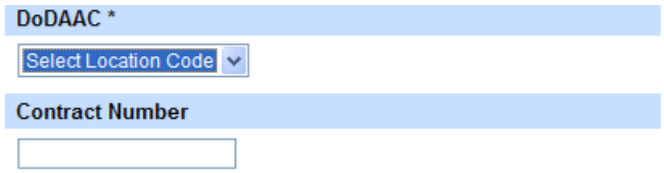
Action Required Folder

Overview If the Pay Official recalls a Receiving Report and the acceptor is the last one in the work flow the receiving report will flow to this folder. The Pay Official will recall the Receiving Report if it is not correct. You will have 2 options for corrective action; (1) Reject back to Initiator (2) Correct quantity accepted and/or add ACRN(s) on the ACRN Tab if available.

Recall Follow the steps below to take action on a receiving report that has been recalled. **Procedure**

Step	Action
1	After Logon, click on the **Government** link at the top of the screen.
2	Under **Inspector**, Click the **Recall – Action Required Folder** Result: The Search Criteria screen is displayed.
3	Select a DoDAAC from the **DoDAAC** drop down menu. **Important!** The DoDAAC is a required field. Select appropriate DoDAAC from the drop down menu.  All other fields in the Search screen are optional. Users can enter in as much or as little information as needed to narrow their search.

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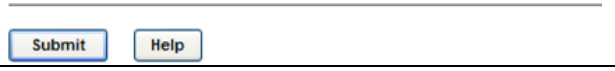
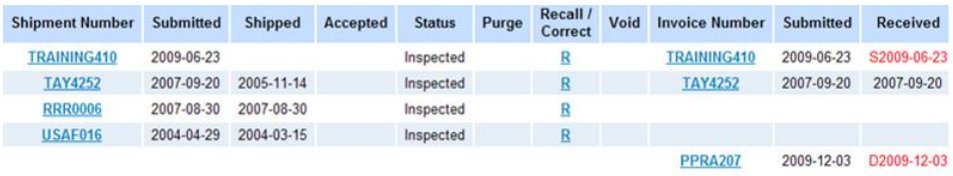
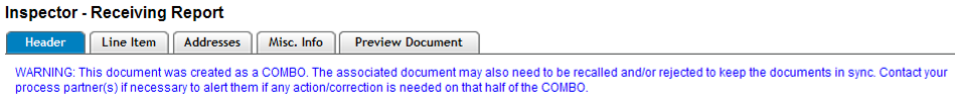
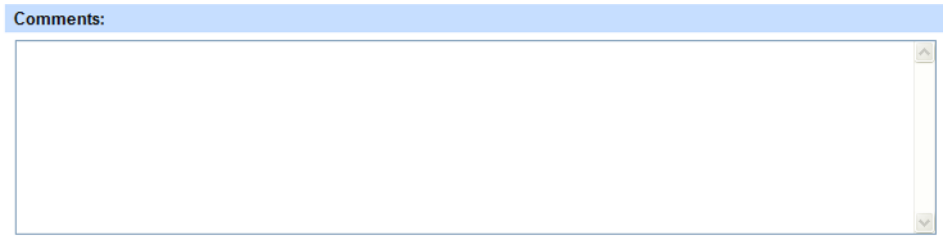
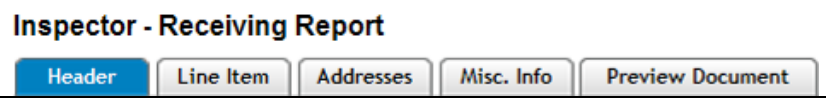
Action Required Folder

Procedure The steps below are continued from the previous page.
(continued)

Step	Action
4	Click the **Submit** button. 
5	Click on a **R** under the one of the column headings '**Recall.**' 
6	If the receiving report was created as part of a COMBO you will receive this message. 
7	If the receiving report needs to be **rejected** back to the Initiator for correction proceed to steps: 8-12 If you are going to **correct** the quantity accepted and/or ACRN tab proceed to steps: 14 – 19.
8	Click on the **Misc. Info** tab.
9	Scroll down to bottom of the document and **enter comments** for the reason of rejection. Note: A comment is **Mandatory** to support the reject reason. 
10	Return to the Header tab and scroll to the bottom of the page 

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Action Required Folder

Procedure The steps below are continued from the previous page.
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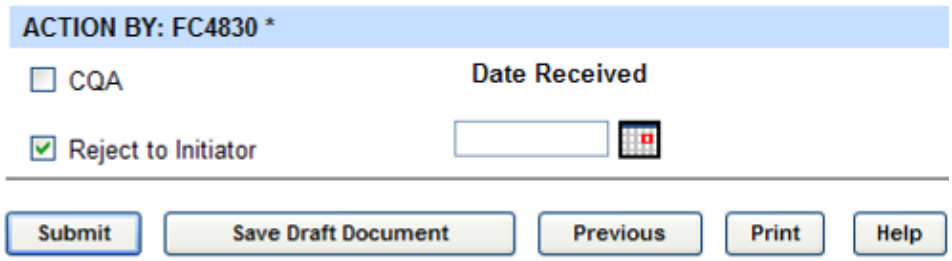
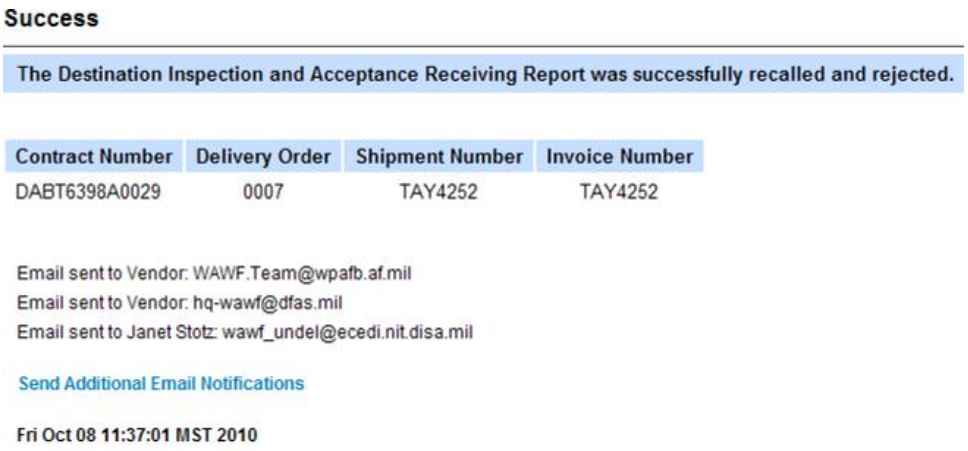
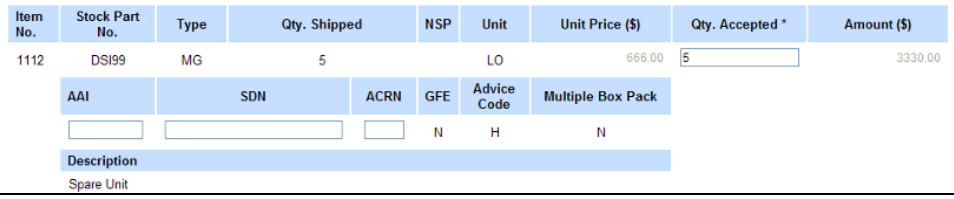
Step	Action
11	• Check the **Reject to Initiator** checkbox, and • Click the **Submit** button. 
12	View the verification screen 
13	Click the **Line Item** tab.
14	Make any of the following changes if necessary: • Correct the **Qty Accepted** field. • Enter ACRN, SDN and or AAA if data is required. 
15	If you are adding ACRN(s), click **ACRN** tab.

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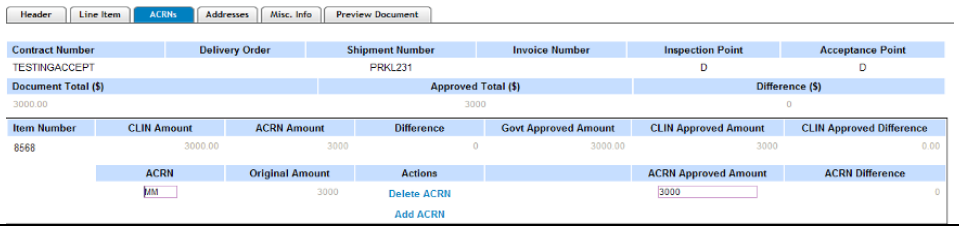
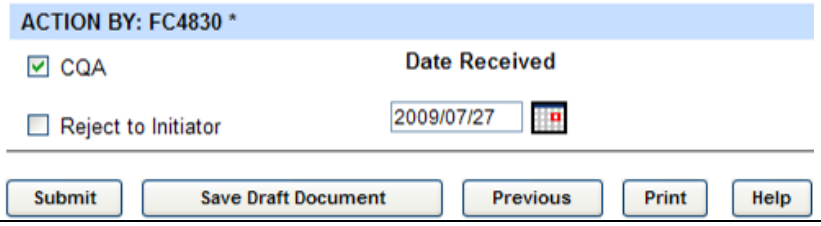
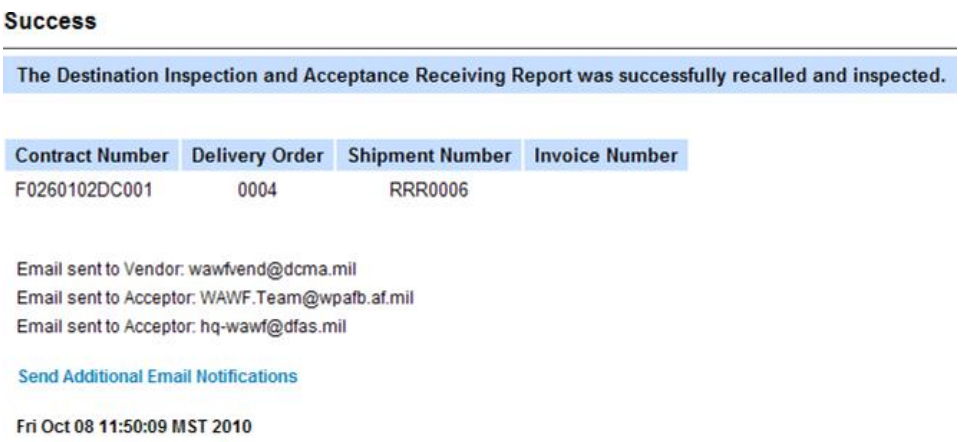
Action Required Folder

Procedure The steps below are continued from the previous page.
(continued)

Step	Action
16	Verify the entries on the ACRN Worksheet. • The acceptor may need to modify or add ACRNs. • This can be done by using several links identified with each ACRN Currently displayed ACRNs can be modified by changing gtheir ACRN or ACRN Approved Amount fields. 
17	Return to the **Header** tab, and scroll to the bottom of the page.
18	Confirm that the **CQA** and box is checked, and that the Date Received is correct. Then click the **Submit** button. 
19	View the verification screen.